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ABSTRACT

Employee fringe benefits, characteristics of head librarians, and interlibrary loan activity among Illinois public libraries are described in this compilation of three reports. The first and largest report delineates results of a 1980/81 fringe benefit survey conducted by telephone interview. It is noted that the Chicago Public Library was specifically excluded from this study of Illinois public libraries. Information is presented on reimbursement for evening, weekend, and overtime work; paid holidays; paid vacations; paid sick leave; other types of leave of absence; support for continuing education and professional association activity; group insurance; retirement provisions; and other fringe benefits. An index of four major public library fringe benefits developed for the sake of comparison, sample survey forms, and 12 tables of data are provided. The second report presents information on Illinois head public librarians by sex, extent of formal education, salary, size of library, and location of library within Illinois. Data extracted from 1979/80 and 1980/81 annual reports are displayed in four tables. A summary of interlibrary loan activity for Illinois public libraries from 1976/77 to 1980/81 is briefly presented in the third report, which includes data on loans received and transmitted. (ESR)

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Illinois Library Statistical Report No. 3

Studies of Illinois Public Libraries Using Data from 1980-81

Prepared by Staff Members of the Library Research Center
Graduate School of Library and Information Science
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Secretary of State and State Librarian
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Springfield, IL
June, 1982

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Section 1. Introduction and Methodology

The Illinois State Library collects data on many aspects of public library resources, services and operations, but some topics likely to be of interest to practitioners inevitably get overlooked. On the recommendation of the ILA Public Library Section's Statistics Analysis Committee, the State Library in 1980 authorized the Library Research Center of the University of Illinois to conduct a survey of a sample of Illinois public libraries in regard to the fringe benefits which they presently make available to their employees. This is the report of that survey.

Fringe benefits consist of those aspects of the working conditions in a library which constitute indirect compensation to the employees, either in affecting the net actual hourly rate of pay, in providing insurance, retirement and other benefits which will be drawn upon under appropriate circumstances in lieu of or in addition to direct salary, or in improving the conditions of work by perquisites with a monetary value. Fringe benefits are part of an employee's total compensation package, and can alter substantially the comparative attractiveness of two different libraries to potential employees. The employer usually pays the cost of fringe benefits, but sometimes (as in the case of a retirement plan) the cost is shared between the employer and the employee. Insofar as the employer does pay the cost, fringe benefits have a double value to the employee; they provide him/her with things he/she needs, e.g., hospital and medical insurance, and this is done without increasing the employee's liability for income tax.

Over the last fifty years and more, the scope and value of fringe benefits accorded workers in American business and industry have increased steadily, until today they are worth 37% of direct compensation according to a study by the United States Chamber of Commerce (1). Fringe benefits have undoubtedly increased in the same time period in libraries, though they are always likely to total a measurably lesser percentage of direct

compensation than in private business; thus profit sharing by definition is not found in the public sector. In 1979/80 for 400 Illinois public libraries which supplied both pieces of data, it appears that the employer's cost of fringe benefits was about 10% of salaries (2). Head librarians and public library trustees would be well advised to review their library's total package of fringe benefits from time to time, and insofar as possible to improve and enrich that package as a desirable way of increasing total compensation.

As far as is known, this is the first state-wide survey of fringe benefits in Illinois public libraries. Two other survey reports were used for comparative purposes, viz., the fringe benefits section of the 1979 LACONI Salary Survey (Library Administrators Conference of Northern Illinois), and the Illinois Municipal League's 1981 Municipal Compensation Survey. The former covered 128 public libraries almost all (93%) serving over 10,000 people each, and the latter covered 227 municipalities of over 5000 people each. Where appropriate, we shall use data from these two studies (3).

This present survey used a 12% sample of all 570 Illinois public libraries in 1980/81, all except Chicago Public Library, 8 libraries which contracted for service and 4 newly established ones (minus one which went out of existence). Chicago Public Library is much bigger than any other public library in Illinois; including it in the sample would distort the results, and excluding it would make invalid any projection of sample results to all public libraries in the state. It was therefore decided not to include Chicago in the sample and to project the survey results to all public libraries in the state other than Chicago. The sample consisted initially of 72 public libraries but two of these were found to be libraries which received service by contract and had no employees of their own. Of the remaining 70, replies were received from 69 (99%).

Table 1 shows the distribution of these 69 respondents and of all 570

Table 1

Comparison of Survey Sample and All Illinois
Public Libraries in 1980/81, on Selected Measures

Measure	Sample (n=69)	State Total (n=570*)
1. Population size group		
up to 5,000	31/45%	295/52%
5,000 to 9,999	14/20%	91/16%
10,000 to 24,999	14/20%	111/19%
25,000 or more	10/15%	73/13%
Total	69/100%	570/100%
up to 9,999	45/66%	386/68%
10,000 or more	24/34%	184/32%
2. By geographical region		
Chicago suburbs	25/36%	172/30%
Northern and Central Illinois	26/38%	236/41%
Southern Illinois	18/26%	162/28%
Total	69/100%	570/100%
3. Average population served	13,455	11,198
4. Total average operating expenditures	$149,282	$132,806

*omitting Chicago Public Library, 8 libraries which contracted for service and 4 newly established.

Illinois public libraries in 1980/81, by population size group, by geographical region of the state, and by average values on two key variables. When we use four population groups, the sample is seen to underrepresent the smallest and overrepresent the next largest. However the size of the sample, and (as will be explained later) the need to separate out those libraries with no full-time employees, make it necessary to use only two population size groups - under and over 10,000 population, and on this basis the sample matches the state total very well.

Similarly we had too few cases in the sample to present any data by individual library system, so we have grouped the 17 systems (other than Chicago) into three geographical regions. "Chicago Suburbs" includes Bur Oak, DuPage, North Suburban and Suburban Library Systems; "Northern and Central Illinois" has Corn Belt, Illinois Valley, Lincoln Trail, Northern Illinois, River Bend, Starved Rock, and Western Illinois Library Systems; and "Southern Illinois" Cumberland Trail, Great River, Kaskaskia, Lewis and Clark, Rolling Prairie, and Shawnee. Table 1 shows that we have more libraries from the Chicago suburbs and fewer from the rest of the state than is true of all Illinois public libraries, but the differences are no more than might be expected by chance alone. The sample has libraries from all but one of the 17 eligible systems.

When we compared the average population served by the 69 survey libraries with the average of all 570 libraries, the sample clearly consists of libraries which are somewhat larger than the average of all Illinois public libraries excluding Chicago; but the difference is such as might arise by chance variations in selecting a sample. This was also true of the difference in regard to total operating expenditures in 1980/81. In short this is a representative sample of Illinois public libraries - other than Chicago, and we can reasonably project the total average of the sample to the state as a whole for all public libraries other than Chicago. Whenever appropriate

we show in parentheses the number of libraries in the sample which answered a given question or provide a specified benefit; when any such number is below 30, caution should be used in assuming that the survey results apply to all libraries of that kind or size.

The first version of the survey instrument was pretested in three libraries, and copies of this draft were sent to the directors of all 18 library systems for their comments. As a result, substantial changes were made including provision for separate data on full-time and part-time employees; this necessitated a complicated questionnaire, and a second pretest in another six libraries was done by means of a telephone interview. Screening questions could be readily applied, and the respondents were asked only for their libraries' policies and practices in regard to matters of general interest. The six librarians in the second pretest all said they preferred the telephone interview to a mail questionnaire. Furthermore, the interviewer could readily explain any term not known to the respondent and ask for clarification of answers not of the usual pattern. We are satisfied that we got more, more nearly complete, and more accurate responses as a result of using telephone interviews.

Each library in the sample was sent a letter explaining the survey, a list of the topics on which information would be asked during the interview, and a stamped self-addressed postcard on which could be indicated suggested times for the telephone call. Copies of the first two of these forms appear in Appendix 1. The interviews were all conducted in the summer of 1981, and averaged about 20 minutes in length; they were all made by one person, the senior author of this report. The interviewer had at hand three forms - a screening form to determine whether there were any full-time employees and any part-time employees, a yellow Form A for full-time employees, and a blue Form B for part-time employees. Copies of these three forms constitute Appendix 2. After the interviews were finished, the appropriate forms were coded, the responses were keyed into a computer

twice by two different people, a comparison program run, and the differences were reconciled. The data were then analyzed, using SOUPAC and SPSS computer programs for statistical analysis. The computer file has been kept, in case further information is desired.

Of the 69 libraries, 44 (64%) had full-time employees, and all 69 had part-time employees - in all cases we excluded building maintenance employees. When we identified those part-time employees who receive the most liberal fringe benefits, we found that they fell into two groups, viz., head librarians who worked only part-time, in 25 libraries (36% of 69) and all in towns of less than 10,000 population, and others all of whom worked in the 44 libraries with full-time employees. This latter group includes employees working over 20 hours a week, permanent part-time employees, salaried employees, etc. It should be noted that in 18 libraries (26% of 69), all part-time employees were reported as receiving no fringe benefits whatsoever, and this included three libraries with part-time head librarians.

Because part-time head librarians were all in towns of less than 10,000 population, and because one might reasonably expect that fringe benefits will vary directly with the size of the community, we shall present our findings whenever possible under the following headings:

A. Libraries in towns of under 10,000 population (45)

1. Libraries with full-time employees (20)
2. Libraries with part-time head librarians (25)
3. Libraries with other part-time employees (20)

B. Libraries in towns of over 10,000 population (24)

4. Libraries with full-time employees (24)
5. Libraries with other part-time employees (24)

C. The whole sample (69), and thereby also the estimated statewide average for all Illinois public libraries other than Chicago.

The details of the responses we secured are presented in a series of tables in Appendix 3, which are referred to as Table A1, A2, etc. A

summary of the findings are given in the text, in separate sections for each of the nine main groups of fringe benefits. A final section presents the results of an arbitrary index of fringe benefits for these 69 libraries. In many cases we present averages in two ways, the mean and the median. The mean is the usual average, the result of summing all the values and dividing by the number of cases. The median is that value which divides a series of values in half, i.e., half of all the cases are larger than the median and half are smaller. When the mean and median are the same or almost the same, the distribution of cases is symmetrical. When the mean is substantially larger than the median, most cases have smaller values but a few have very large values (and these latter pull the mean upward).

Section 2. Reimbursement for Evening, Weekend, and Overtime Work.

The average number of hours in a full-time work week in the 44 libraries with full-time employees was 37.8 (median of 38; see Table A1); this compares with an average of 36.2 in 110 LACONI libraries in 1981 (median of 37.5), in both cases considering only those reporting a work week of 35 or over. For the 20 libraries with full-time employees, in towns of under 10,000 population, the average was 37.8 hours (median of 39); and for the 24 libraries serving over 10,000 people each, 37.9 (38). Table A10 (line 1) shows a minimum amount of variation between libraries in the sample in the three main geographic areas of the state. The average number of "regular work hours" for "administration" employees in Illinois municipalities of over 5000 persons has varied between 38.6 and 39.1 in the years 1975-81.

The typical work week for full-time employees was 5 days and 2 evenings. Those who worked in towns of under 10,000 population more often worked 6 days a week and more than 2 evenings, than was true of those in cities of over 10,000 population; those employed in southern Illinois worked more evenings per week on the average than those in northern and central Illinois,

and those in northern and central Illinois more than those in Chicago suburbs (Table A10, line 2). If a full-time employee were asked to work more than the stated hours per week, in half of the 44 libraries with full-time employees he/she was given compensatory time-off, in 25% no extra compensation was given; 6 libraries paid straight time or time and a half for the extra work, and 5 libraries had no policy on overtime pay. Typically the libraries serving under 10,000 people did not pay for overtime, and typically those of over 10,000 gave compensatory time off.

All the libraries with full-time employees were open on Saturdays, as were three-fourths of those with part-time head librarians. All but one of the 44 libraries with full-time employees were open on one or more evenings, as were less than half of the 25 with part-time head librarians. Only 15, 22% of all 69 libraries, were open on Sunday; all but one were in the Chicago suburbs, all 15 were of the 44 with full-time employees, and 13 of these 15 were in the larger population size group. (The 1980/81 Illinois Public Library Annual Reports to the State Library show that 55% were open six days a week and 10% seven days.) None of the 44 libraries with full-time employees gave any extra compensation for Saturday or evening work. Half of those open on Sunday treated such assignments as part of the normal work week for full-time employees, as did 80% for part-time employees.

It appears that working in a public library in Illinois typically involves a 5-day week and less than a 40-hour week; but it also usually involves evening work, Saturday work, and in some cases Sunday work - and typically at no extra pay.

Section 3. Paid Holidays.

Table A2 shows that the average number of paid holidays per year, for employees of all 69 libraries, was 8.3 - 9.2 for full-time employees in all 44 libraries, and 6.6 for part-time head librarians in 25 towns of under

10,000. There is no substantial or consistent difference between the three geographic regions (Table A10, line 3). Part-time employees (in all 44 libraries with some full-time employees) had an average of 4.8 paid holidays a year. In all cases, we counted a half-day holiday (e.g., the afternoon on the day before Christmas) as a full-day; but periods of three hours or less (e.g., New Year's eve) were not included in these averages. As far as can be determined from the published data, the 128 libraries in the 1979 LACONI Survey had an average of 7.2 paid holidays per year. The annual surveys of the Illinois Municipal League from 1975-1981 show an average of 9.4 holidays for Illinois municipal employees, most of whom would presumably be employed full-time.

Of 16 specific holidays, not one was observed as a paid holiday by all 69 libraries, though all 44 libraries with full-time employees observed 6 (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas). Only 3 other paid holidays were given by more than half the libraries of any group, viz., Lincoln's Birthday by the 20 libraries with full-time employees and serving fewer than 10,000 persons each, Christmas eve by the libraries serving fewer than 10,000 persons (for full-time employees, and for part-time head librarians) and by the libraries serving over 10,000 people (for their full-time employees), and a dozen other miscellaneous holidays (of which New Year's eve was the one most often mentioned) by the libraries serving over 10,000 people each (for their full-time employees).

The range in number of paid holidays per year for full-time employees is not great. Omitting 3 libraries which allowed no paid holidays, the range is from 4 to 14, and more than 80% of the other 66 libraries gave from 6 to 10 paid holidays a year.

Section 4. Paid Vacation.

The data on vacation allowance are given in Table A3 in four dimensions, viz., (1) separately for head librarians, for other professional staff, and for clerical employees; (2) in each case separately for those who are full-time and part-time; (3) as to whether they work in libraries which serve fewer or more than 10,000 people each; and (4) after 1, 5, 10, and 15 years of work. Typically, the full-time head librarians and other professional staff start with almost 3 weeks of paid vacation a year and go up to almost 4 - a little less if they are in libraries serving fewer than 10,000 people each, and a little more if they are in larger libraries. Full-time clerical employees start with two weeks but go up almost to four in 15 years.

As might be expected, part-time employees get much less paid vacation; from one-third (in large libraries) to two-thirds (in small libraries) get no paid vacation at all. Part-time head librarians never get much above a week, other professional and clerical staff go from one week to two, with much lower allowances in libraries of under 10,000 people than in those of over that number.

Table A10 (lines 4-6) shows the average number of days of paid vacation after one year of service for head librarians, full-time other professional staff, and full-time clerical employees - separately for each of three geographic regions. The differences in the case of the head librarians are influenced by the fact that more part-time head librarians are in central and southern Illinois than in the Chicago suburbs. The differences in regard to the other two classes of employees are neither very large or consistent.

The LACONI Survey shows that the head librarians of 116 public libraries got an average of 19.3 days of paid vacation in 1979, full-time professional staff in 91 libraries an average of 18.9, full-time clerical employees in 88 libraries an average of 15.3, part-time professional staff in 53 libraries

an average of 14.8, and part-time clerical employees in 61 libraries an average of 12.1.

Section 5. Paid Sick Leave.

The average number of days of paid sick leave a year is 11 to 12 for full-time employees, but drops to only about 4 to 5 for part-time head librarians and other part-time employees, with not much difference between the two size groups of libraries (see Table A4). These estimates do not include a quarter of all 69 libraries which have no established policy on the matter, but do include another 10% which give no paid sick leave. Even so, the range is from 3 to 30 days a year, and the median value for all 51 libraries with a stated policy is 12. The average in the LACONI Survey was 12.4 for full-time employees in 115 libraries, and 11.8 for part-timers in 36 libraries. Part-time employees get no paid sick leave in half of the 44 libraries in the present study.

The average number of days of sick leave which could be accumulated for a major illness was almost 60 for full-time employees in libraries serving over 10,000 population (or 5 times the average annual allowance), 40 for full-time employees in smaller libraries (about 4 times the annual allowance), and only 10 for part-time head librarians (twice the annual allowance). For other part-time employees, it was almost 18 days for those in the smaller libraries (over 4 times), and 30 days for those in the larger libraries (more than 5 times). For 78 libraries in the LACONI Survey, the average maximum accumulation was 79.1 days (six times the annual allowance) or almost twice as much as the average of 40.6 days for all 69 libraries in the present study (5 times the overall average annual allowance).

The regional differences in regard to annual sick leave and maximum accumulation for full-time employees and part-time head librarians

are not consistent and are based on relatively few responses in the case of southern Illinois. The main difference seems to be that part-time head librarians in northern and central Illinois have by far the lowest sick leave allowances of all 9 classes (Table A10, lines 7 and 8). There is wide variation in the multiple which accumulated sick leave is of annual leave - from zero to nine.

Section 6. Other Types of Leave of Absence.

Besides sick leave, we asked about the allowance for ten other types of leave; of these, leave for short courses and library association meetings is discussed in Section 7 next, and the data on the other nine are shown in Table A5. For each of these nine types of leave, we show the number of libraries (and the percent they are of all respondents of that group) which (a) charge that type of absence to sick leave, (b) provide leave with pay, (c) or without pay, (d) allow the employee to make up the time, (e) have other arrangements, or (f) have no policy.

The strongest pattern emerges with regard to the funeral of a family member; from one-half to three-quarters of these libraries provide leave with pay for this purpose (and an average of 3 days for 28 libraries). Almost two-thirds or more of these libraries (a higher percentage in the smaller population group, and a smaller percentage in the larger one) have no established policy on maternity leave or on leave for military duty. Leave for personal business is most often given with pay, without pay, or by making up the time. Leave for medical appointments is most often charged to sick leave but in only a quarter of these libraries. Family illness is equally often charged to sick leave or covered as leave with pay; the largest imbalance is in the group of part-time head librarians where it is much more often

the latter than the former (which compensates in part for their low sick leave allowance).

Absence to attend the funeral of a relative or of a friend is most often leave without pay. And absence for jury duty is more often leave with pay than any other arrangement in all groups except other part-time employees in libraries serving fewer than 10,000 people each.

In 1981, of 227 Illinois towns and cities of over 5000 people, about 90% provided sick leave or other paid leave for family illness or death, about 80% for the funeral of a relative and 20% for the funeral of a friend, and 40% for personal business.

Section 7. Support for Continuing Education and Professional Association Activity.

Most of the libraries in this study provided leave with pay for short courses and library association meetings; three-fourths of them paid the registration or tuition fees and travel costs, and almost as many for room and meals and for professional association dues (Table A6). The percentages were very much the same for full-time employees in both the smaller and larger libraries, followed by the percentages for part-time employees, and then by the part-time head librarians. Of the 4 types of possible support, reimbursement was provided by an average of two-thirds of the 69 respondents.

Section 8. Group Insurance.

Group insurance has two great advantages - that of pooling risks and thus getting a lower premium, and that of sharing the cost between the employer and the employee. Of the four main types of insurance considered in this study (see Table A7), hospital-medical-surgical insurance is probably the most important; over half of all 69 libraries provided this - from 96% of the 24 larger libraries for their full-

time employees to only 5% of the 25 smaller libraries for their part-time head librarians. The percentage of libraries with this fringe benefit varied from 92% in the Chicago suburbs to 33% in southern Illinois (see Table A10, line 9). Overall, the library paid about 80% of the premium and the local government and the employees split the rest. For the employees' dependents, the insurance was much less often available, especially in the smaller libraries, and the employees paid the major portion of the premium.

Major medical or catastrophic insurance is a desirable defense in today's world against enormous expenses from a long or serious illness. Almost half these libraries provided it for their employees - much more often for full-time employees than for part-time employees and least often for part-time head librarians; and the libraries paid about 80% of the cost. Major medical insurance for employees' dependents was somewhat less often available, especially in the libraries serving fewer than 10,000 people, and the employee paid the larger share of the premium.

Life insurance was next most often offered, twice as often in the larger libraries as in the smaller ones, with the library or the local government paying 85% of the cost; the employees paid 86% of the cost of life insurance for their dependents in the relatively few cases it was available. Dental insurance was found least often - and is indeed newer than the other three types, and the premium for the employees was all paid by the libraries. The part-time employees were covered by these various insurance plans only about one-fourth of the time, and the part-time head librarians almost not at all.

Of the 128 libraries in the 1979 LACONI Survey, 69% had health insurance (vs. 58% of the present 69 libraries), 62% life insurances (vs. 35%), and 8% had dental insurance (vs. 12%); the biggest difference is in the availability of life insurance. Of the 227 towns and cities in the Illinois Municipal

League Survey of 1981, 96% had full or partial hospital insurance for their employees (vs. 58%), 85% had hospital insurance for employees' dependents (vs. 43%), 92% had full or partial life insurance for employees (vs. 35%), and 21% had life insurance coverage for employees' dependents (vs. 19%).

Section 9. Retirement Provision.

Perhaps the single most important fringe benefit which an employer can provide is adequate provision for retirement benefits to its employees when they get too old to work. Table A8 shows that 87% of the responding libraries have accepted coverage under Social Security - ranging from 95% for full-time employees in all 44 libraries to about two-thirds of the libraries in either population size group for all part-time employees. In three-fourths of the cases the library pays the employer's share of the cost and in one-fourth the local government pays.

Illinois Municipal Retirement Fund coverage is available only to those libraries which also have Social Security; IMRF builds on top of Social Security, and together they provide good retirement benefits. Less than two-thirds of the sample are under IMRF, and the lowest coverage is that for part-time head librarians. Of the sample libraries in the Chicago suburbs, 84% are under IMRF vs. 56% of those in southern Illinois and only 38% of those in northern and central Illinois; 75% of the libraries with full-time employees and serving fewer than 10,000 people have this coverage vs 92% of those serving over 10,000 people, and only 16% of those with part-time head librarians (Table A10, line 10). The employer's cost is borne by the libraries and the local government in a ratio of 3 to 2; but the libraries in the smaller population centers actually pay less often than do their local governments, and those in the larger cities and towns pay almost three times as often as the local government.

The LACONI Survey found that 88% of the 128 libraries were under

Social Security (vs. 90% of the present sample), 87% were under IMRF (vs. 62%), and 7% had some other retirement provision (vs. 11% here).

Section 10. Other Fringe Benefits.

There are three other fringe benefits on which data were gathered (Table A9). All libraries provide free parking, except for part-time employees in some of the libraries serving over 10,000 people each. Less than three-fourths allow employees to buy books at the library discount. Only 11 libraries in this sample report availability of a credit union. Of other miscellaneous fringe benefits reported, most were reimbursement for tuition for formal classes which are work-related; all of these occur in the libraries of over 10,000 population.

By law all employers must provide compensation for work-related accidents and for unemployment of permanent employees. On the other hand, there are some fringe benefits found in private business and other government agencies but not identified in this sample of Illinois public libraries, e.g., disability insurance (reported by 38% of the LACONI libraries) and separation pay (reported by 37% of the 227 towns in the Illinois Municipal League Survey).

Section 11. An Index of Public Library Fringe Benefits.

In order to summarize the data presented above, and to give individual libraries a method by which to compare themselves against a standard for fringe benefits, we suggest the following. Obviously some fringe benefits are more important than others, and four such are (1) 20 days of paid vacation for professional librarians beginning with their first year of work, (2) 12 days of paid sick leave each year with a maximum accumulation of at least 120 days, (3) hospital-medical-surgical insurance available for the employee and with the premium all paid by the library or the local

18 government unit, and (4) retirement coverage with IMRF and Social Security, with proportionate vacation and sick leave for part-time head librarians.

Table 2 shows the results of counting how many libraries in the present study offered each of these beneifts (for full-time employees or for part-time head librarians), and how many libraries offered none, 1, 2, 3, or all 4 of these benefits. IMRF-and-Social Security was clearly most often provided of these four prime benefits; hospital-medical-surgical insurance was next most often found; 4 weeks' paid vacation was a poor third; and 12 days of sick leave cumulative to 120 days was even less often available. These proportions are the same in four of the five categories of libraries; for those with part-time head librarians, the vacation allowance is first and retirement second.

The average number of these four fringe benefits offered by all 69 libraries in this sample was 1.4 (with a range from zero to 4). The larger libraries had an average of 1.8 (1 to 4), and the smaller libraries 1.6 (zero to 3) for full-time employees; for part-time head librarians the average was 0.4 (zero to two). It is clear that most Illinois public libraries have a long way to go to provide their employees with all four of these prime fringe benefits. In particular, many libraries have no policy in regard to various benefits, e.g., paid sick leave; this is especially true of those serving under 10,000 people. The absence of such a policy undoubtedly results in inconsistent decisions on a case-by-case basis.

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(1) The Wall Street Journal 72 (December 29, 1981) p. 1.

(2) Studies of Illinois Public Libraries Using Data From 1978-79 and 1979-80 (Illinois Library Statistical Report No. 1; Illinois State Library, 1981) p. 77.

(3) See also Wisconsin Association of Public Libraries, Salary and Fringe Benefit Survey of Wisconsin Public Libraries: 1979; Massachusetts Board of Library Commissioners, Public Library Personnel Report: Data for Massachusetts 1980 (1980, 157 p.); Judy Mucci, "Fringe Benefits in Large Public Libraries of the United States - The Professional's Guide to 1980," Public Libraries 20 (Summer 1981) p. 37-43; Association of Research Libraries, Fringe Benefits (System and Procedures Exchange Center No. 50; 1979); and Edward H. Friend, "Municipal Fringe Benefit Expenditures, "Urban Data Service Reports (Nov. 1979) 21p.

Table 2

Distribution of Sample Libraries by Number of Fringe Benefits Offered Full-Time Employees and Part-Time Head Librarians

	Under 10,000 Population			Over 10,000	
Part A. Fringe Benefit	Group 1 (20)	Group 2 (25)	Sub-total (45)	Group 4 (24)	Total (69)
1. 20 or more days of paid vacation for head librarians and other professional staff, after one year of service (proportionally for Group 2).	5% (1)	24% (6)	16% (7)	42% (10)	25%(17)
2. 12 or more days of paid sick leave per year and 120 or more days maximum accumulation allowed (proportionally for Group 2).	10% (2)	4% (1)	7% (3)	7% (3)	9% (6)
3. Hospital-medical-surgical insurance for the employee and at no cost to the employee.	65% (13)	--	29% (13)	71% (17)	43% (30)
4. Retirement coverage with LMRF and Social Security.	75% (15)	16% (4)	42% (19)	92% (22)	59% (41)
Part B. Number of These Four Fringe Benefits Offered					
0.	10% (2)	60% (15)	38% (17)	--	25% (17)
1.	35% (7)	36% (9)	36% (16)	17% (4)	29% (20)
2.	45% (9)	4% (1)	22% (10)	54% (13)	33% (23)
3.	10% (2)	--	4% (2)	25% (6)	12% (8)
4.	--	--	--	4% (1)	1% (1)
Total	100% (20)	100% (25)	100% (45)	100% (24)	100% (69)
Mean	1.6	0.4	0.9	1.8	1.4
Median	2	0	0	2	1

Group 1 = 20 libraries with full-time employees.
Group 2 = 25 libraries with part-time head librarians.
Group 4 = 24 libraries with full-time employees.

JIM EDGAR
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756
ILLINOIS STATE LIBRARY

April 27, 1981

To the Head Librarian:

At the request of the Statistics Committee of the ILA Public Library Section, we have authorized this study of fringe benefits in Illinois public libraries. The results are sure to be of interest and value to all librarians, trustees, and others. A copy of the report of this study will be sent to you automatically as soon as it is available.

We have arranged for the Library Research Center of the University of Illinois to conduct this survey. They are using a random sample of only 72 libraries, so it is important that we get responses from all of those polled. The Library Research Center pretested this survey on several libraries by means of a telephone interview; it took 15-20 minutes on the average, and the librarians in question favored this method over answering by mail. So the Library Research Center will conduct such an interview with you, after you have gathered the information you need. Indicate on the enclosed postcard when it will be convenient for you to be called, and mail the card to the Research Center. Ms. Judith Bessai of the Center staff will call you a week or more after getting your card.

We enclose a copy of the list of points on which we would like to collect information. Feel free to call your system headquarters if you have any questions or problems with this study. I wish to thank you in advance for your help and cooperation in this matter.

Sincerely,

Kathryn J. Gesterfield

Kathryn J. Gesterfield, Director
Illinois State Library

KJG/sj

Enclosure

Illinois State Library, Springfield, IL 62756

1981 Survey of Fringe Benefits
of Public Library Staff Members

The following items list the main topics which will be covered in the telephone interview on fringe benefits in Illinois public libraries. During the interview, current information on these topics will be requested for both full-time and part-time professional and clerical employees.

1. Is the main library open at the following times, and, if so, at what rate are employees paid for working at these times (e.g., regular rate, time and a half)?

   a. Saturdays

   b. Sundays

   c. Evenings

2. What paid holidays do employees receive (e.g., New Year's day, Martin Luther King, Jr.'s birthday, Lincoln's birthday, Washington's birthday, Good Friday, Memorial day, July 4, Labor day, Columbus day, Veterans' day, Thanksgiving, day after Thanksgiving, day before Christmas, Christmas day, employee's birthday)?

3. How many vacation days are received by the following employees after 1, 5, 10, and 15 years of service?

   a. Head librarian

   b. Other professional staff

   c. Clerical staff

4. a. How many days of paid sick leave are allowed each year?

   b. What is the maximum number of days of sick leave that may be accumulated?

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5. What pay arrangements are made for each of the following situations (e.g., charged to sick leave, leave with pay, leave without pay, time made up)? If leave with pay is granted, how many days of paid leave are allowed?

   a. Personal business

   b. Medical appointments

   c. Maternity

   d. Family illness

   e. Funeral of member of immediate family

   f. Funeral of other relative

   g. Funeral of friend

   h. Military duty

   i. Jury duty

   j. Library association meetings, conferences, short courses

6. For professional staff members who attend library association meetings, conferences, or short courses, is reimbursement available for:

   a. Registration/tuition fees?

   b. Travel expenses?

   c. Room and meal expenses?

7. Are the following types of group insurance available for employees and their dependents, and, if so, what percentage of the annual premium is paid by the library, the local government, and the employee?

   a. Hospital-medical-surgical insurance

   b. Major medical insurance

   c. Dental insurance

   d. Life insurance

8. Are the following retirement plans available, and, if so, is the employer's premium paid by the library or the local government?

   a. Illinois Municipal Retirement Fund

   b. Social Security (FICA)

   c. Other

9. Are additional fringe benefits available (e.g., free parking, credit union, payment of professional association dues, discount on books)?

10. What topics would be of interest to you for future one-time surveys?

Illinois State Library, Springfield, IL 62756

1981 Survey of Fringe Benefits
of Public Library Staff Members

1. a. Form ..... A / B

b. Name of library _____

c. Library ID number ..... _____

d. Name of system _____

e. System ID number ..... _____

f. Person completing form _____

g. Telephone number _____

h. Date of interview _____

i. Length of interview _____

2. a. Does the library have any full-time employees (other than maintenance personnel)? Yes...1 / No...2

b. If Yes, complete Form A.

3. a. Does the library have any part-time employees (other than maintenance personnel)? Yes...1 / No...2

b. If Yes, do any of these part-time employees receive any fringe benefits? Yes...1 / No...2

c. If Yes, complete Form B.

Form A - Full-Time Employees

4. What is the number of hours in a full-time work week? ....._____

Is the main library open at the following times?

		Yes	No	If Yes, at what rate are employees paid? Regular rate	Time & half	Other
5.	a. Saturdays	1	2	b. 1	2	
6.	a. Sundays	1	2	b. 1	2	
7.	a. Evenings	1	2	b. 1	2	

8. If open evenings, how many evenings per week does a full-time employee usually work? ....._____

9. How many days per week does a full-time employee usually work? _____

10. How are employees paid for over time work?

Regular rate	1
Time & half	2
Compensatory time off	3
No extra pay	4
Other_____	

11. What paid holidays do employees receive?

	Yes	No		Yes	No
a. New Year's day	1	2	j. Veterans' day	1	2
b. Martin Luther King, Jr.'s birthday	1	2	k. Thanksgiving	1	2
			l. Day after Thanksgiving	1	2
c. Lincoln's birthday	1	2	m. Day before Christmas	1	2
d. Washington's birthday	1	2	n. Christmas day	1	2
e. Good Friday	1	2	o. Employee's birthday	1	2
f. Memorial day	1	2	p. Other _____	1	2
g. July 4	1	2			
h. Labor day	1	2	_____		
i. Columbus day	1	2			

12. How many paid holidays do employees receive annually? ....._____

How many vacation days do the following employees receive after the following periods of service?

	Years of Service 1	5	10	15
13. Head librarian	____	____	____	____
14. Other professional staff	____	____	____	____
15. Clerical staff	____	____	____	____

16. a. How many days of paid sick leave are allowed each year? ....._____

b. What is the maximum number of days of sick leave that may be accumulated? ....._____

What pay arrangements are made for each of the following situations?

	Charged to sick leave	Leave with pay	Leave without pay	Make up time	Other	If leave with pay, how many days?
17. a. Personal business	1	2	3	4	_____	b. ____/yr
18. a. Medical appointments	1	2	3	4	_____	b. ____/yr
19. a. Maternity	1	2	3	4	_____	b. ____
20. a. Family illness	1	2	3	4	_____	b. ____/yr
21. a. Funeral of member of immediate family	1	2	3	4	_____	b. ____
22. a. Funeral of other relative	1	2	3	4	_____	b. ____
23. a. Funeral of friend	1	2	3	4	_____	b. ____
24. a. Military duty	1	2	3	4	_____	b. ____/yr
25. a. Jury duty	1	2	3	4	_____	b. ____/yr
26. a. Library association meetings, conferences, short courses	1	2	3	4	_____	b. ____/yr

27. For professional staff members who attend library association meeting, conferences, or short courses, is reimbursement available for:

	Yes	No	Yes, with restrictions
a. Registration/tuition fees?	1	2	3 _____
b. Travel expenses?	1	2	3 _____
c. Room and meal expenses?	1	2	3 _____

Are the following types of group insurance available?

	Yes	No	If Yes, what percentage of the annual premium is paid by the: b. Library	c. Local government	d. Employee
Hospital-medical-surgical insurance					
28. a. For employees	1	2			
29. a. For dependents	1	2			
Major medical insurance					
30. a. For employees	1	2			
31. a. For dependents	1	2			
Dental insurance					
32. a. For employees	1	2			
33. a. For dependents	1	2			
Life insurance					
34. a. For employees	1	2			
35. a. For dependents	1	2			

Which of the following retirement plans are available?

	Yes	No	If Yes, who pays the employer's premium? Library	Local government
36. a. Illinois Municipal Retirement Fund	1	2	b. 1	2
37. a. Social Security (FICA)	1	2	b. 1	2
38. a. Other _____	1	2	b. 1	2

39. Are any of the following additional fringe benefits available?

	Yes	No	Yes, with restrictions
a. Free parking	1	2	3 _____
b. Credit union	1	2	3 _____
c. Payment of professional association dues	1	2	3 _____
d. Discount on books	1	2	3 _____
e. Other _____	1	2	3 _____

40. What topics would be of interest to you for future one-time surveys? _____

Form B - Part-Time Employees

4. a. Which part-time employees receive the most liberal fringe benefits?

Head librarian 1
Employees working over 20 hours per week 2

Other _____

_____

b. Answer the following questions for this group of part-time employees only.

Is the main library open at the following times?

		Yes	No	If Yes, at what rate are employees paid?	Regular rate	Time & half	Other
5.	a. Saturdays	1	2	b.	1	2	_____
6.	a. Sundays	1	2	b.	1	2	_____
7.	a. Evenings	1	2	b.	1	2	_____

8. What paid holidays do employees receive?

	Yes	No		Yes	No
a. New Year's day	1	2	j. Veterans' day	1	2
b. Martin Luther King, Jr.'s birthday	1	2	k. Thanksgiving	1	2
c. Lincoln's birthday	1	2	l. Day after Thanksgiving	1	2
d. Washington's birthday	1	2	m. Day before Christmas	1	2
e. Good Friday	1	2	n. Christmas day	1	2
f. Memorial day	1	2	o. Employee's birthday	1	2
g. July 4	1	2	p. Other _____	1	2
h. Labor day	1	2	_____		
i. Columbus day	1	2			

9. How many paid holidays do employees receive annually? ..... _____

How many vacation days do the following employees receive after the following periods of service?

	Years of Service			
	1	5	10	15
10. Head librarian	____	____	____	____
11. Other professional staff	____	____	____	____
12. Clerical staff	____	____	____	____

13. a. How many days of paid sick leave are allowed each year? ....._____

    b. What is the maximum number of days of sick leave that may be accumulated? ....._____

What pay arrangements are made for each of the following situations?

	Charged to sick leave	Leave with pay	Leave without pay	Make up time	Other	If leave with pay, how many days?
14. a. Personal business	1	2	3	4	_____	b. ____/yr
15. a. Medical appointments	1	2	3	4	_____	b. ____/yr
16. a. Maternity	1	2	3	4	_____	b. ____
17. a. Family illness	1	2	3	4	_____	b. ____/yr
18. a. Funeral of member of immediate family	1	2	3	4	_____	b. ____
19. a. Funeral of other relative	1	2	3	4	_____	b. ____
20. a. Funeral of friend	1	2	3	4	_____	b. ____
21. a. Military duty	1	2	3	4	_____	b. ____/yr
22. a. Jury duty	1	2	3	4	_____	b. ____/yr
23. a. Library association meetings, conferences, short courses	1	2	3	4	_____	b. ____/yr

24. For professional staff members who attend library association meeting, conferences, or short courses, is reimbursement available for:

	Yes	No	Yes, with restrictions
a. Registration/tuition fees?	1	2	3 _____
b. Travel expenses?	1	2	3 _____
c. Room and meal expenses?	1	2	3 _____

Are the following types of group insurance available?

Hospital-medical-surgical insurance	Yes	No	If Yes, what percentage of the annual premium is paid by the: b. Library	c. Local government	d. Employee
25. a. For employees	1	2			
26. a. For dependents	1	2			
Major medical insurance					
27. a. For employees	1	2			
28. a. For dependents	1	2			
Dental insurance					
29. a. For employees	1	2			
30. a. For dependents	1	2			
Life insurance					
31. a. For employees	1	2			
32. a. For dependents	1	2			

Which of the following retirement plans are available?

	Yes	No	If Yes, who pays the employer's premium? Library	Local government
33. a. Illinois Municipal Retirement Fund	1	2	b. 1	2
34. a. Social Security (FICA)	1	2	b. 1	2
35. a. Other _____	1	2	b. 1	2

36. Are any of the following additional fringe benefits available?

	Yes	No	Yes, with restrictions
a. Free parking	1	2	3 _____
b. Credit union	1	2	3 _____
c. Payment of professional association dues	1	2	3 _____
d. Discount on books	1	2	3 _____
e. Other _____	1	2	3 _____

37. What topics would be of interest to you for future one-time surveys? _____

_____

Appendix 3. Reference Tables.

Table A 1

Distribution of Sample Libraries by Hours of Work Per Week and by Compensation for Irregular Schedules

Category	Serving Fewer Than 10,000 People				Serving Over 10,000		Sample
	1(20)	2(25)	3(20)	ST(45)	4(24)	5(24)	Total(69)
1. Number of hours of work per week for full-time employees (rounded to whole hour).							
35	35%(7)	*	*	(a)	17%(4)	*	25%(11)
36	10%(2)				4%(1)		7% (3)
38	5%(1)				54%(13)		32%(14)
40	50%(10)				25%(6)		36%(16)
Total	100%(20)	*	*		100%(24)	*	100%(44)
Mean	37.8				37.9		37.8
Median	39				38		38
2. Weekly average number of days of work.							
5	70%(14)	*	*	(a)	96%(23)	*	84%(37)
6	30%(6)				4%(1)		16%(7)
3. Weekly average number of evenings of work.							
0	10%(2)	*	*	(a)	--	*	5%(2)
1	20%(4)				33%(8)		27%(12)
2	35%(7)				62%(15)		50%(22)
3	5%(1)				--		2%(1)
4	15%(3)				4%(1)		9%(4)
5	10%(2)				--		5%(2)
6	5%(1)				--		2%(1)
Total	100%(20)	*	*		100%(24)		100%(44)
Mean	2.4				1.8		2.1
Median	2				2		2
4. Overtime pay.							
Compensatory time off	20%(4)	*	*	(a)	75%(18)	*	50%(22)
No extra pay	50%(10)				4%(1)		25%(11)
Time and a half	5%(1)				12%(3)		9%(4)
Straight time	10%(2)				--		5%(2)
No policy	15%(3)				8%(2)		11%(5)
Total	100%(20)	*	*		100%(24)	*	100%(44)
5. Library open							
Saturdays	100%(20)	76%(19)	*	87%(39)	100%(24)	*	91%(63)
Evenings	96%(19)	40%(10)		66%(29)	100%(24)		77%(53)
Sundays	10%(2)	--		4%(2)	54%(13)		22%(15)
6. Compensation for Sunday work.							
No extra pay	100%(2)	--	50%(1)	100%(2)	46%(6)	85%(11)	53%(8)
Time and a half	--	--	50%(1)	--	23%(3)	8%(1)	20%(3)
Other (time and a half in compensatory time, and double time pay)	--	--	--	--	31%(4)	8%(1)	27%(4)

Table A 1 cont.

Column 1 = 20 libraries with full-time employees.
Column 2 = 25 libraries with part-time head librarians.
Column 3 = the same 20 libraries in column 1 for their part-time employees.
ST = Sub-total for the 45 libraries which served fewer than 10,000 persons each, with the sum of the data from columns 1 and 2.
Column 4 = 24 libraries with full-time employees.
Column 5 = the same 24 libraries in column 4 for their part-time employees.
Sample Total = the sum of data from columns 1, 2, and 4, for all 69 libraries.

*This group of employees not considered for this category.
(a) The same as for column 1.

How to read this table: The first line of category 1 shows that full-time employees worked 35 hours a week in 7 or 35% of the 20 libraries in this sample which served fewer than 10,000 persons each and which had full-time employees, in 4 or 17% of the 24 libraries which served over 10,000 people each, and in 11 or 25% of all 44 libraries in this sample with full-time employees.

Table A 2.
Distribution of Sample Libraries by Number of Paid Holidays

	Serving Under 10,000 People				Over 10,000		Sample
	1 (20)	2 (25)	3 (20)	Sub-T (45)	4 (24)	5 (24)	Total (69)
A. Specific Holidays							
1. New Year's day	100%(20)	88%(22)	55%(11)	93%(42)	100%(24)	46%(11)	96%(66)
2. Martin Luther King, Jr.'s birthday	5%(1)		5%(1)	2%(1)	4%(1)	4%(1)	3%(2)
3. Lincoln's birthday	50%(10)	28%(7)	30%(6)	39%(17)	33%(8)	17%(4)	36%(25)
4. Washington's birthday	15%(3)	8%(2)	10%(2)	11%(5)	21%(5)	4%(1)	14%(10)
5. Good Friday	40%(8)	24%(6)	15%(3)	31%(14)	25%(6)	12%(3)	29%(20)
6. Memorial day	100%(20)	68%(17)	55%(11)	82%(37)	100%(24)	46%(11)	88%(61)
7. July 4th	100%(20)	88%(22)	55%(11)	93%(42)	100%(24)	46%(11)	96%(66)
8. Labor day	100%(20)	64%(16)	55%(11)	80%(36)	100%(24)	46%(11)	87%(60)
9. Columbus day	20%(4)	4%(1)	10%(2)	11%(5)	17%(4)	8%(2)	13%(9)
10. Veterans day	50%(10)	40%(10)	20%(4)	44%(20)	38%(9)	12%(3)	42%(29)
11. Thanksgiving	100%(20)	84%(21)	55%(11)	91%(41)	100%(24)	46%(11)	94%(65)
12. Day after Thanksgiving	10%(2)	4%(1)	--	7%(3)	8%(2)	--	7%(5)
13. Day before Christmas	60%(12)	52%(13)	30%(6)	56%(25)	83%(20)	38%(9)	65%(45)
14. Christmas day	100%(20)	88%(22)	55%(11)	93%(42)	100%(24)	46%(11)	96%(66)
15. Others, e.g., a floating holiday	25%(5)	20%(5)	20%(4)	22%(10)	75%(18)	33%(8)	41%(28)
B. Number of Paid Holidays							
0	--	12%(3)	45%(9)	7%(3)	--	54%(13)	4%(3)
4	--	4%(1)	--	2%(1)	--	--	1%(1)
5	--	8%(2)	--	4%(2)	--	--	3%(2)
6	5%(1)	20%(5)	5%(1)	13%(6)	--	--	9%(6)
7	20%(4)	20%(5)	10%(2)	20%(9)	4%(1)	4%(1)	14%(10)
8	15%(3)	12%(3)	15%(3)	13%(6)	20%(5)	8%(2)	16%(11)
9	15%(3)	4%(1)	5%(1)	9%(4)	32%(8)	21%(5)	17%(12)
10	25%(5)	8%(2)	10%(2)	16%(7)	32%(8)	12%(3)	22%(15)
11	--	12%(3)	--	7%(3)	4%(1)	--	6%(4)
12	15%(3)	--	10%(2)	7%(3)	4%(1)	--	6%(4)
14	5%(1)	--	--	2%(1)	--	--	1%(1)
Total	100%(20)	100%(25)	100%(20)	100%(45)	100%(24)	100%(24)	100%(69)
Average	9.2	6.6	4.8	7.8	9.2	4.8	8.3
Median	9	7	6	8	9	0	9

Column 1 = 20 libraries with full-time employees.
Column 2 = 25 libraries with part-time head librarians.
Column 3 = the same 20 libraries in column 1 for their part-time employees.
Sub-Total = the 45 libraries in this sample which served fewer than 10,000 persons each, with the sum of data from columns 1 and 2.
Column 4 = 24 libraries with full-time employees.
Column 5 = the same 24 libraries in column 4 for their part-time employees.
Sample Total = the sum of data from columns 1, 2, and 4, for all 69 libraries.

How to read this table: Line A1 shows that New Year's day was a paid holiday for all 20 libraries serving fewer than 10,000 persons each and with full-time employees (column 1), for 22 or 88% of the 25 libraries in the same size group and with head librarians who worked less than full-time (column 2), and for at least some of the part-time employees in 11 or 55% of the 20 libraries in this size group with full-time staff (column 3). The next column, "Sub-Total," indicates that of all 45 libraries serving fewer than 10,000 persons each, 42 or 93% allowed New Year's day as a paid holiday to at least some of their employees. Etc.

Table A 3.

Distribution of Sample Libraries by Average Number of Paid Vacation Days Allowed After Varying Periods of Service.

Part A. For Full-Time Employees

	Serving Less Than 10,000 People (20)			Serving Over 10,000 People (24)			Sample Total (44)		
Service in Years	Head Libn	Other Prof	Clerical Staff	Head Libn	Other Prof	Clerical Staff	Head Libn	Other Prof	Clerical Staff
1	10(20)	10(8)	9(6)	18(24)	15(23)	10(20)	14(44)	14(31)	10(26)
5	15(20)	14(8)	11(6)	20(24)	18(23)	14(20)	18(44)	17(31)	13(26)
10	17(15)	15(5)	15(5)	20(23)	19(23)	17(20)	19(38)	18(28)	17(25)
15	18(15)	16(5)	16(5)	20(23)	19(23)	18(20)	19(38)	19(28)	18(25)

Part B. For Part-Time Employees

Part C. Sample Total

	Serving Less Than 10,000 People			Serving Over 10,000 People				
	Head Libn (25)	Other Prof (20)	Clerical Staff (20)	Other Prof (24)	Clerical Staff (24)	Head Libn (69)	Other Prof (69)	Clerical Staff (69)
1	5(25/5)	1(11/9)	4(20/10)	8(21/9)	6(24/9)	11(69)	10(42)	7(46)
5	7(21/3)	3(11/9)	6(20/10)	10(21/8)	8(24/8)	14(65)	13(42)	10(46)
10	7(17/3)	4(11/9)	6(18/10)	11(21/8)	10(24/8)	15(55)	14(39)	12(43)
15	7(16/3)	5(11/9)	7(18/10)	12(21/8)	11(24/8)	16(54)	15(39)	13(43)

How to read this table: Full-time head librarians, in libraries serving fewer than 10,000 people each, got an average of 10 days of paid vacation after one year of service, based on responses from all 20 libraries; other full-time professional staff also got an average of 10 days' vacation based on responses from 8 libraries; and full-time clerical employees in this group of libraries got an average of 9 days, based on responses from 6 libraries, etc.

In Part B, there has been added in the parentheses for the number of libraries, following the slash, the number of libraries which allowed no paid vacation. Thus in the first row of part B, of responses from 25 libraries serving fewer than 10,000 persons each and with part-time head librarians, 5 allowed no paid vacation after one year of service, and the average for all 25 was 5 days. To find the average vacation allowed by the 20 libraries, multipy 5 by 25 and divide by 20; the answer is 6.2.

The difference between the number of libraries in the group and the number of responses consists in most cases of libraries with no such class of employee, or with no policy on the matter because no employees of this class have worked this long.

Table A 4

Distribution of Sample Libraries by Allowance for Paid Sick Leave.

	Serving Fewer Than 10,000 People				Over 10,000		Sample
	1 (20)	2 (25)	3 (20)	Sub-T (45)	4 (24)	5 (24)	Total (69)
1. Average number of days of paid sick leave per year.							
0	—	24%(6)	50%(10)	13%(6)	4%(1)	50%(12)	10%(7)
3	—	8%(2)	—	4%(2)	—	4%(1)	3%(2)
4	—	4%(1)	—	2%(1)	—	—	1%(1)
5	10%(2)	4%(1)	5%(1)	7%(3)	—	4%(1)	4%(3)
6	—	—	5%(1)	—	—	4%(1)	—
7	5%(1)	—	—	2%(1)	4%(1)	—	3%(2)
8	—	—	5%(1)	—	4%(1)	—	1%(1)
10	15%(3)	4%(1)	—	9%(4)	17%(4)	4%(1)	12%(8)
12	30%(6)	8%(2)	15%(3)	18%(8)	58%(14)	29%(7)	32%(22)
14	5%(1)	4%(1)	—	4%(2)	—	—	3%(2)
15	5%(1)	—	5%(1)	2%(1)	4%(1)	—	3%(2)
30	—	—	—	—	4%(1)	4%(1)	1%(1)
NP*	30%(6)	44%(11)	15%(3)	38%(17)	4%(1)	—	26%(18)
Total	100%(20)	100%(25)	100%(20)	100%(45)	100%(24)	100%(24)	100%(69)
Mean	10.6	4.4	4.1	7.5	11.7	5.5	9.4
Median	12	3	2	10	12	2	12
2. Maximum Number of days of paid sick leave that can be accumulated.							
0	20%(4)	40%(10)	60%(12)	31%(14)	12%(3)	67%(16)	25%(17)
12	—	—	5%(1)	—	—	—	—
20	—	4%(1)	—	2%(1)	4%(1)	—	3%(2)
21	5%(1)	—	—	2%(1)	—	—	1%(1)
24	5%(1)	—	—	2%(1)	—	—	1%(1)
28	—	—	—	—	4%(1)	—	1%(1)
30	10%(2)	8%(2)	5%(1)	9%(4)	8%(2)	—	9%(6)
40	—	—	—	—	4%(1)	4%(1)	1%(1)
45	—	—	—	—	4%(1)	—	1%(1)
48	5%(1)	—	—	2%(1)	—	—	1%(1)
60	5%(1)	4%(1)	—	4%(2)	29%(7)	8%(2)	13%(9)
72	5%(1)	—	—	2%(1)	—	—	1%(1)
90	—	—	—	—	12%(3)	8%(2)	4%(3)
105	—	—	—	—	4%(1)	—	1%(1)
120	10%(2)	—	10%(2)	4%(2)	8%(2)	8%(2)	6%(4)
135	—	—	—	—	4%(1)	4%(1)	1%(1)
NP*	35%(7)	44%(11)	20%(4)	40%(18)	4%(1)	—	28%(19)
Total	100%(20)	100%(25)	100%(20)	100%(45)	100%(24)	100%(24)	100%(69)
Mean	40	10	17.6	24.6	59.3	29.8	40.6
Median	30	0	0	0	60	0	30

Column 1 = 20 libraries with full-time employees.
Column 2 = 25 libraries with part-time head librarians.
Column 3 = the same 20 libraries in column 1 for their part-time employees.
Sub-Total = the 45 libraries in this sample which served fewer than 10,000 persons each, with the sum of data from columns 1 and 2.
Column 4 = 24 libraries with full-time employees.
Column 5 = the same 24 libraries in column 4 for their part-time employees.
Sample Total = the sum of data from columns 1, 2, and 4, for all 69 libraries

*= no policy; and these are excluded from calculation of mean and median.

Table A 5

Distribution of Sample Libraries by Arrangements for Various Types of Leave of Absence

	(a)	(b)	(c)	(d)	(e)	(f)	(g)
Part A. Libraries Serving Fewer Than 10,000 People Each (42*)							
1. Full-Time Employees (20)							
Type of Leave							
1. Personal business	10%(2)	35%(7)	5%(1)	20%(5)	15%(3)	10%(2)	100%(20)
2. Medical appointments	30%(6)	30%(6)	5%(1)	20%(4)	10%(2)	5%(1)	100%(20)
3. Maternity	--	10%(2)	15%(3)	--	10%(2)	65%(13)	100%(20)
4. Family illness	35%(7)	15%(3)	10%(2)	20%(4)	10%(2)	10%(2)	100%(20)
Funeral of							
5. family member	5%(1)	75%(15)	--	10%(2)	--	10%(2)	100%(20)
6. other relative	5%(1)	25%(5)	30%(6)	30%(6)	--	10%(2)	100%(20)
7. friend	5%(1)	20%(4)	30%(6)	35%(7)	--	10%(2)	100%(20)
8. Military duty	--	5%(1)	5%(1)	--	--	90%(18)	100%(20)
9. Jury duty	--	40%(8)	10%(2)	--	20%(4)	30%(6)	100%(20)
2. Part-Time Head Librarians (22*)							
1. Personal business	--	23%(5)	50%(11)	23%(5)	5%(1)	--	100%(22)
2. Medical appointments	5%(1)	32%(7)	36%(8)	18%(4)	--	9%(2)	100%(22)
3. Maternity	--	5%(1)	9%(2)	--	--	86%(19)	100%(22)
4. Family illness	5%(1)	41%(9)	32%(7)	14%(3)	--	9%(2)	100%(22)
Funeral of							
5. family member	--	73%(16)	18%(4)	9%(2)	--	--	100%(22)
6. other relative	--	32%(7)	50%(11)	18%(4)	--	--	100%(22)
7. friend	--	32%(7)	50%(11)	18%(4)	--	--	100%(22)
8. Military duty	--	--	5%(1)	--	--	95%(21)	100%(22)
9. Jury duty	--	41%(9)	14%(3)	5%(1)	--	41%(9)	100%(22)
3. Other Part-Time Employees (12)							
1. Personal business	17%(2)	17%(2)	17%(2)	33%(4)	8%(1)	8%(1)	100%(12)
2. Medical appointments	25%(3)	17%(2)	17%(2)	33%(4)	8%(1)	--	100%(12)
3. Maternity	--	8%(1)	8%(1)	--	17%(2)	67%(8)	100%(12)
4. Family illness	17%(2)	--	25%(3)	33%(4)	17%(2)	8%(1)	100%(12)
Funeral of							
5. family member	8%(1)	58%(7)	8%(1)	17%(2)	8%(1)	--	100%(12)
6. other relative	--	17%(2)	42%(5)	33%(4)	8%(1)	--	100%(12)
7. friend	--	17%(2)	42%(5)	33%(4)	8%(1)	--	100%(12)
8. Military duty	--	--	8%(1)	--	--	92%(11)	100%(12)
9. Jury duty	--	25%(3)	42%(5)	--	17%(2)	17%(2)	100%(12)

Table A 5 cont.

	(a)	(b)	(c)	(d)	(e)	(f)	(g)
Sub-Total for Part A (42*)							
Type of Leave							
1. Personal business	5%(2)	29%(12)	29%(12)	24%(19)	10%(4)	5%(2)	100%(42)
2. Medical appointments	17%(7)	31%(13)	21%(9)	19%(8)	5%(2)	7%(3)	100%(42)
3. Maternity	—	7%(3)	12%(5)	—	5%(2)	76%(32)	100%(42)
4. Family illness	19%(8)	29%(12)	21%(9)	17%(7)	5%(2)	10%(4)	100%(42)
Funeral of							
5. family member	2%(1)	74%(31)	10%(4)	10%(4)	—	5%(2)	100%(42)
6. other relative	2%(1)	29%(12)	40%(17)	24%(10)	—	5%(2)	100%(42)
7. friend	2%(1)	26%(11)	40%(17)	26%(11)	—	5%(2)	100%(42)
8. Military duty	—	2%(1)	5%(2)	—	—	93%(39)	100%(42)
9. Jury duty	—	40%(17)	12%(5)	2%(1)	10%(4)	36%(15)	100%(42)
Part B. For Libraries Serving Over 10,000 People Each (24)							
4. Full-Time Employees (24)							
1. Personal business	8%(2)	33%(8)	8%(2)	21%(5)	25%(6)	4%(1)	100%(24)
2. Medical appointments	42%(10)	4%(1)	8%(2)	12%(3)	25%(6)	8%(2)	100%(24)
3. Maternity	8%(2)	4%(1)	21%(5)	—	29%(7)	38%(9)	100%(24)
4. Family illness	33%(8)	17%(4)	17%(4)	—	29%(7)	4%(1)	100%(24)
Funeral of							
5. family member	4%(1)	83%(20)	—	—	8%(2)	4%(1)	100%(24)
6. other relative	12%(3)	8%(2)	25%(6)	21%(5)	17%(4)	17%(4)	100%(24)
7. friend	12%(3)	4%(1)	33%(8)	21%(5)	12%(3)	17%(4)	100%(24)
8. Military duty	—	8%(2)	12%(3)	—	8%(2)	71%(17)	100%(24)
9. Jury duty	—	46%(11)	—	—	42%(10)	12%(3)	100%(24)
5. Part-Time Employees (17)							
1. Personal business	—	24%(4)	24%(4)	24%(4)	29%(5)	—	100%(17)
2. Medical appointments	29%(5)	—	24%(4)	18%(3)	24%(4)	6%(1)	100%(17)
3. Maternity	6%(1)	—	29%(5)	—	24%(4)	41%(7)	100%(17)
4. Family illness	18%(3)	18%(3)	29%(5)	6%(1)	29%(5)	—	100%(17)
Funeral of							
5. family member	—	53%(9)	18%(3)	6%(1)	24%(4)	—	100%(17)
6. other relative	—	6%(1)	41%(7)	12%(2)	35%(6)	6%(1)	100%(17)
7. friend	—	—	53%(9)	12%(2)	29%(5)	6%(1)	100%(17)
8. Military duty	—	—	29%(5)	—	—	71%(12)	100%(17)
9. Jury duty	—	29%(5)	12%(2)	—	35%(6)	24%(4)	100%(17)

Table A 5 cont.

	(a)	(b)	(c)	(d)	(e)	(f)	(g)
Part C. Sample Total (66*)							
1. Personal business	6%(4)	30%(20)	21%(14)	23%(15)	15%(10)	5%(3)	100%(66)
2. Medical appointments	26%(17)	21%(14)	17%(11)	17%(11)	12%(8)	8%(5)	100%(66)
3. Maternity	3%(2)	6%(4)	15%(10)	--	14%(9)	62%(41)	100%(66)
4. Family illness	24%(16)	24%(16)	20%(13)	11%(7)	14%(9)	8%(5)	100%(66)
Funeral of							
5. family member	3%(2)	77%(51)	6%(4)	6%(4)	3%(2)	5%(3)	100%(66)
6. other relative	6%(4)	21%(14)	35%(23)	23%(15)	6%(4)	9%(6)	100%(66)
7. friend	6%(4)	18%(12)	38%(25)	24%(16)	5%(3)	9%(6)	100%(66)
8. Military duty	--	5%(3)	8%(5)	--	3%(2)	85%(56)	100%(66)
9. Jury duty	--	42%(28)	8%(5)	2%(1)	21%(14)	27%(18)	100%(66)

*Three part-time head librarians had no leaves of any kind.

(a) Charged to sick leave
(b) Leave with pay
(c) Leave without pay
(d) Make up the time
(e) Other including combination of arrangements, charged to vacation time, etc.
(f) No policy
(g) Total

Table A 6.

Distribution of Sample Libraries by Support for Continuing Education and Professional Association Activity.

Type of Support	Serving Fewer Than 10,000 People 1 (20)	2 (25)	3 (20)	Sub-T (45)	Serving Over 10,000 People 4 (24)	5 (24)	Sample Total (69)
1. Leave for short courses and library association meetings*							
a. with pay	90%(18)	68%(15)	50%(10)	73%(33)	100%(24)	62%(15)	83%(57)
b. without pay	—	14%(3)	—	7%(3)	—	8%(2)	4%(3)
c. other	5%(1)	5%(1)	—	4%(2)	—	—	3%(2)
d. (no policy)	5%(1)	14%(3)	10%(2)	9%(4)	—	—	6%(4)
Total	100%(20)	100%(22)	60%(12)	93%(42)	100%(24)	71%(17)	96%(66)
2. Reimbursement for*							
a. registration or tuition	90%(18)	75%(15)	50%(10)	73%(33)	92%(22)	54%(13)	80%(55)
b. travel expenses	90%(18)	65%(13)	50%(10)	69%(31)	83%(20)	50%(12)	74%(51)
c. rooms and meals	75%(15)	55%(11)	40%(8)	58%(26)	88%(21)	54%(13)	68%(47)
d. (no policy)	11%(2)	23%(5)	5%(1)	16%(7)	8%(2)	8%(2)	13%(9)
3. Payment for professional association dues*	65%(13)	44%(11)	20%(4)	53%(24)	71%(17)	17%(4)	59%(41)

Column 1 = libraries with full-time employees.
Column 2 = libraries with part-time head librarians.
Column 3 = the same libraries in column 1 for their part-time employees.
Sub-Total = the libraries in this sample which served fewer than 10,000 persons each, with the sum of data from columns 1 and 2.
Column 4 = libraries with full-time employees.
Column 5 = the same libraries in column 4 for their part-time employees.
Sample Total = the sum of data from columns 1, 2, and 4, for all libraries in the sample.

*Positive responses shown include those with restrictions of various kinds, e.g., a dollar limit on per diem expenses. The responses not shown are those which do not provide leave or reimbursement for expense.

Table A 7
Distribution of Sample Libraries by Types of Group Insurance Available

Part A. For Libraries Serving Fewer Than 10,000 People Each (45)

Type of Insurance	1. Full-Time Employees (20)				2. Part-Time Head Librarians (25)			
	% with This Type	Average % of Cost Paid by			% with This Type	Average % of Cost Paid by		
		Library	Local Govt	Employee		Library	Local Govt	Employee
1. Hospital-medical-surgical for								
a. employees	80%(16)	75%	12%	13%	5%(1)	--	50%	50%
b. dependents	40%(8)	31%	--	69%	5%(1)	--	50%	50%
2. Major medical for								
a. employees	60%(12)	84%	8%	8%	5%(1)	--	50%	50%
b. dependents	30%(6)	42%	--	58%	--	--	--	--
3. Dental for								
a. employees	15%(3)	99%	--	1%	--	--	--	--
b. dependents	10%(2)	50%	--	50%	--	--	--	--
4. Life for								
a. employees	30%(6)	78%	--	22%	--	--	--	--
b. dependents	10%(2)	--	--	100%	--	--	--	--

Type of Insurance	3. Other Part-Time Employees (20)				Sub-Total for Part A (45)			
	% with This Type	Average % of Cost Paid by			% with This Type	Average % of Cost Paid by		
		Library	Local Govt	Employee		Library	Local Govt	Employee
1. Hospital-medical-surgical for								
a. employees	20%(4)	100%	--	--	38%(17)	70%	15%	15%
b. dependents	15%(3)	17%	--	83%	20%(9)	28%	6%	67%
2. Major medical for								
a. employees	20%(4)	100%	--	--	29%(13)	77%	12%	12%
b. dependents	15%(3)	17%	--	83%	13%(6)	42%	--	58%
3. Dental for								
a. employees	5%(1)	100%	--	--	7%(3)	99%	--	1%
b. dependents	5%(1)	--	--	100%	4%(2)	50%	--	50%
4. Life for								
a. employees	20%(4)	100%	--	--	13%(6)	78%	--	22%
b. dependents	5%(1)	--	--	100%	4%(2)	--	--	100%

Part B. For Libraries Serving Over 10,000 People Each (24)

Type of Insurance	4. Full-Time Employees (24)				5. Part-Time Employees (24)			
	% with This Type	Average % of Cost Paid by			% with This Type	Average % of Cost Paid by		
		Library	Local Govt	Employee		Library	Local Govt	Employee
1. Hospital-medical-surgical for								
a. employees	96%(23)	85%	4%	10%	25%(6)	54%	--	46%
b. dependents	88%(21)	37%	4%	59%	25%(6)	21%	--	79%
2. Major medical for								
a. employees	88%(21)	84%	5%	11%	25%(6)	54%	--	46%
b. dependents	83%(20)	39%	4%	57%	25%(6)	21%	--	79%
3. Dental for								
a. employees	21%(5)	100%	--	--	4%(1)	--	--	100%
b. dependents	21%(5)	40%	--	60%	4%(1)	--	--	100%
4. Life for								
a. employees	75%(18)	82%	6%	12%	25%(6)	54%	--	46%
b. dependents	46%(11)	16%	--	84%	17%(4)	--	--	100%

Table A 7 cont.
Distribution of Sample Libraries by Types of Group Insurance Available

Part C. Sample Total (69)

	% with This Type	Average % of Cost Paid by Library	Local Govt	Employee
1. Hospital-medical-surgical for				
a. employees	58%(40	79%	9%	12%
b. dependents	43%(30)	34%	5%	61%
2. Major medical for				
a. employees	49%(34)	81%	7%	11%
b. dependents	38%(26)	40%	3%	57%
3. Dental for				
a. employees	12%(8)	100%	--	--
b. dependents	10%(7)	43%	--	57%
4. Life for				
a. employees	35%(24)	81%	4%	15%
b. dependents	19%(13)	14%	--	86%

Table A 8
Distribution of Sample Libraries by Type of Retirement Plan Provided

Type of Retirement Plan		Serving Fewer Than 10,000 People 1(20)	2(25)	3(20)	ST(45)	Serving Over 10,000 4(24)	5(24)	Sample Total (69)
1.	IMRF*	75%(15)	16%(4)	70%(14)	42%(19)	92%(22)	62%(15)	59%(41)
1a.	Employer's cost paid by							
	Library	40%(6)	50%(2)	29%(4)	42%(8)	73%(16)	73%(11)	59%(24)
	Local govt	47%(7)	50%(2)	50%(7)	47%(9)	27%(6)	27%(4)	37%(15)
	Both	13%(2)	--	21%(3)	11%(2)	--	--	5%(2)
	Total	100%(15)	100%(4)	100%(14)	100%(19)	100%(22)	100%(15)	100%(41)
2.	OASI*	95%(19)	72%(18)	60%(12)	82%(37)	96%(23)	67%(16)	87%(60)
2a.	Employer's cost paid by							
	Library	63%(12)	72%(13)	58%(7)	68%(25)	87%(20)	88%(14)	75%(45)
	Local govt	37%(7)	22%(4)	42%(5)	30%(11)	13%(3)	12%(2)	23%(14)
	Both	--	6%(1)	--	3%(1)	--	--	2%(1)
	Total	100%(19)	100%(18)	100%(12)	100%(37)	100%(23)	100%(16)	100%(60)
3.	Other*	5%(1)	4%(1)	--	4%(2)	21%(5)	12%(3)	10%(7)
3a.	Employer's cost paid by							
	Library	100%(1)	100%(1)	--	100%(2)	20%(1)	--	43%(3)

*IMRF = Illinois Municipal Retirement Fund; OASI = Old Age and Survivors Insurance (Social Security); Other = tax deferred investment plans (Keogh and IRA), deferred compensation plans, etc.

Table A 9
Distribution of Sample Libraries by Miscellaneous Benefits.

1.	Free parking	100%(20)	100%(25)	100%(20)	100%(45)	100%(24)	68%(17)	100%(69)
2.	Credit union	5%(1)	--	5%(1)	10%(2)	42%(10)	33%(8)	17%(11)
3.	Discount on books	60%(12)	70%(15)	32%(8)	63%(27)	88%(21)	62%(15)	70%(48)
4.	Other	--	--	--	--	33%(8)	33%(8)	12%(8)

Column 1 = 20 libraries with full-time employees.
Column 2 = 25 libraries with part-time head librarians.
Column 3 = the same 20 libraries in column 1 for their part-time employees.
ST = Sub-Total for the 45 libraries in this sample which served fewer than 10,000 persons each, with the sum of the data from columns 1 and 2.
Column 4 = the 24 libraries with full-time employees.
Column 5 = the same 24 libraries in column 4 for their part-time employees.
Sample Total = the sum of data from columns 1, 2, and 4, for all 69 libraries.

Table A 10

Distribution by Geographic Region of Responses
from Sample Libraries for Selected Fringe Benefits

Geographic Region Subdivided by Population Served

Fringe Benefit	Chicago Suburbs (a)				Northern and Central Illinois (a)			
	1(4)	2(2)	4(19)	ST(25)	1(1)	2(12)	4(3)	ST(26)
1. Average number of hours of work per week for full-time employees.	36.5	*	37.4	37.2*	38.0	*	39.3	38.3*
2. Average number of evenings worked per week by full-time employees.	1.5	*	1.6	1.6*	2.5	*	1.7	2.3*
3. Number of paid holidays per year.	9.2	3.0	9.2	8.7	8.9	6.4	9.7	7.8
4. Average number of days of paid vacation for head librarians after one year of service.	9.0	1.5	18.3	15.5	10.5	5.5	14.0	8.6
5. Average number of days of paid vacation for full-time other professional staff after one year of service.	10.0	*	14.9	14.0*	9.2	*	12.3	9.9*
6. Average number of days of paid vacation for full-time clerical employees after one year of service.	10.0	*	10.1	10.1*	8.3	*	9.0	8.4*
7. Number of days of paid sick leave per year.	11.3(3)	0(1)	11.8(18)	11.2(22)	10.0(8)	2.9(8)	10.7(3)	7.1(19)
8. Maximum number of days of accumulated sick leave.	10.0(3)	0(1)	54.2(18)	45.7(22)	38.1(7)	6.7(9)	54.3(3)	25.8(19)
9. Number of libraries which provide health-medical-surgical insurance for employees.	4	0	19	23	9	0	2	11
10. Number of libraries which are members of the Illinois Municipal Retirement Fund.	4	0	17	21	6	1	3	10

Fringe Benefit	Southern Illinois (a)				Sample Total			
	1(5)	2(11)	4(2)	ST(18)	1(20)	2(25)	4(24)	Total (69)
1. Average number of hours of work per week for full-time employees.	38.1	*	37.5	37.9*	37.7	*	37.6	37.7*
2. Average number of evenings worked per week by full-time employees.	3.2	*	3.0	3.1*	2.5	*	1.7	2.1*
3. Number of paid holidays per year.	10.0	7.5	9.5	8.4	9.2	6.6	9.3	8.3
4. Average number of days of paid vacation for head librarians after one year of service.	9.8	5.8	20.0	8.[illegible]	10.0	5.3	17.9	11.1

Table A 10 cont.

Fringe Benefit	Southern Illinois (a) 1(5)	2(11)	4(2)	ST(18)	Sample Total 1(20)	2(25)	4(24)	Total (69)
5. Average number of days of paid vacation for full-time other professional staff after one year of service.	12.0	*	20.0	14.3*	10.1	*	15.0	12.8*
6. Average number of days of paid vacation for full-time clerical employees after one year of service.	8.5	*	10.0	8.9*	8.7	*	10.0	9.4*
7. Number of days of paid sick leave per year.	11.3(3)	8.0(5)	12.0(2)	9.8(10)	10.6(14)	4.5(14)	11.7(23)	9.4(51)
8. Maximum number of days of accumulated sick leave.	76.0(3)	20.0(4)	112.5(2)	59.2(9)	40.4(13)	10.0(14)	59.3(23)	40.6(50)
9. Number of libraries which provide health-medical-surgical insurance for employees.	3	1	2	6	16	1	23	40
10. Number of libraries which are members of the Illinois Municipal Retirement Fund.	5	3	2	10	15	4	22	41

*Libraries with part-time head librarians are not relevant to this variable.

(a) Chicago Suburbs consist of Bur Oak, DuPage, North Suburban, and Suburban Library Systems; Northern and Central Illinois of Corn Belt, Illinois Valley, Lincoln Trail, Northern Illinois, River Bend, Starved Rock and Western Illinois Library Systems; and Southern Illinois of Cumberland Trail, Great River, Kaskaskia, Lewis and Clark, Rolling Prairie, and Shawnee Library Systems.

Column 1 = the number of libraries with full-time employees and serving fewer than 10,000 people each.
Column 2 = the number of libraries with part-time head librarians and serving fewer than 10,000 people each.
Column 4 = the number of libraries with full-time employees and serving more than 10,000 people each.
ST = Sub-Total for all libraries in the sample which are located in this geographical region.
Total = all 69 libraries in the sample.

How to read this table: Line 1 shows that 4 libraries with full-time employees, serving fewer than 10,000 people each, and located in the Chicago suburbs, had an average work week of 36.5 hours; 19 libraries serving over 10,000 people each had an average work week of 37.4 hours; and the combined total of 23 libraries an average of 37.2 hours. In lines 7 and 8, the figure in parentheses is the number of respondents; the difference between this figure and that shown in parentheses at the head of the column represents libraries with no policy in regard to this benefit.

Head Librarians in Illinois Public Libraries: 1979/80-1980/81

by Susan Bonzi and Herbert Goldhor

It is a truism that to have a good library you need a good collection of materials, a good building, and a good staff. Of these three, the staff is undoubtedly the most important, because a good staff will maximize the usefulness of the collection and of the building. And the most important person on the staff is the head librarian, because he or she selects the other staff members, organizes and coordinates their work, establishes the service policies, and motivates the rest of the staff to their highest potential.

From the 1979/80 and 1980/81 Illinois Public Library Annual Reports to the State Library, we have extracted the following data on various characteristics of the head lib rians. There were 579 legally established public libraries in 1980, and 582 in 1981; but data are not available for all of these on all points in question - some respondents failed to answer certain questions, some libraries get service by contract, and some libraries failed to file a report at all. As a result the total number of cases differs in regard to various characteristics. In 1980, of 560 head librarians 12% were men and 88% women; in 1981, of 554 head librarians, the percentage distribution by sex was exactly the same. In 1980, of 557 head librarians, 53% had formal education of less than a 4-year college degree, 14% had a bachelor's degree (which might or might not include courses in library science), and 34% held a master's degree in library science (and including a very few with a master's degree in a subject field). In 1981, of 553 head librarians, the comparable figures were 51%, 14%, and 35%. In 1980, 48% of 560 head librarians worked full-time (35 hours per week or more) and 52% part-time (less than 35 hours per week); in 1981, 51% worked full-time (with 6 persons working over 40 hpw) and 49%

Table 1. Distribution of Head Librarians by Sex, Hours Per Week Worked, and Extent of Formal Education.

Hours Worked, and Formal Education	Men		Women		Total	
	1980	1981	1980	1981	1980	1981
	No./ %	No./ %	No./ %	No./ %	No./ %	No./ %
1. Full-time (35-48 hpw)						
a. Less than college degree	1/ 1%	1/ 1%	63/13%	60/12%	64/11%	61/11%
b. Bachelor's degree	3/ 4%	1/ 1%	35/ 7%	34/ 7%	38/ 7%	35/ 6%
c. Master's degree	63/90%	63/91%	106/22%	111/23%	169/30%	174/31%
Sub-total	67/96%	65/94%	204/42%	205/42%	271/49%	270/49%
2. Part-time (4-34 hpw)						
a. Less than college degree	2/ 3%	2/ 3%	227/47%	217/45%	229/41%	219/40%
b. Bachelor's degree	--	1/ 1%	38/ 8%	41/ 8%	38/ 7%	42/ 8%
c. Master's degree	1/ 1%	1/ 1%	18/ 4%	21/ 4%	19/ 3%	22/ 4%
Sub-total	3/ 4%	4/ 6%	283/58%	279/58%	286/51%	283/51%
3. Total						
a. Less than college degree	3/ 4%	3/ 4%	290/ 60%	277/ 57%	293/ 53%	280/ 51%
b. Bachelor's degree	3/ 4%	2/ 3%	73/ 15%	75/ 15%	76/ 14%	77/ 14%
c. Master's degree	64/ 92%	64/ 93%	124/ 25%	132/ 27%	118/ 34%	196/ 35%
	70/100%	69/100%	487/100%	484/100%	557/100%	553/100%

Table 2. Distribution of Male and Female Head Librarians by Each of Three Measures of the Size of Libraries.

Part A. Population Served.

	Under 5000		5000-9999		10,000-24,999		25,000+		Total	
	1980	1981	1980	1981	1980	1981	1980	1981	1980	1981
Sex	No./%	No./%	No./%	No./%	No./%	No./%	No./%	No./%	No. /%	No. /%
Men	6/ 2%	4/ 1%	7/ 9%	14/ 15%	20/ 19%	16/ 15%	37/ 47%	35/ 50%	70/ 12%	69/ 12%
Women	290/ 98%	281/ 99%	72/ 91%	75/ 85%	87/ 81%	94/ 85%	41/ 53%	35/ 50%	490/ 88%	485/ 88%
Total	296/100%	285/100%	79/100%	93/100%	107/100%	110/100%	78/100%	70/100%	560/100%	554/100%

Part B. Total Non-Maintenance Staff in Full-Time Equivalent (Total columns are the same as for Part A)

	Up to 2.0		2.1 - 4.0		4.1 - 9.0		9.1 - 35.0		35.1+	
Men	3/ 2%	5/ 3%	8/ 6%	6/ 4%	8/ 8%	8/ 8%	31/ 39%	26/ 23%	20/ 59%	24/ 62%
Women	174/ 98%	159/ 97%	130/ 94%	130/ 96%	95/ 92%	94/ 92%	77/ 71%	87/ 77%	14/ 41%	15/ 38%
Total	177/100%	164/100%	138/100%	136/100%	103/100%	102/100%	108/100%	115/100%	34/100%	39/100%

Part C. Per Capita Operating Expenditures (Total columns are the same as for Part A)

	Up to $4.99		$5.00 - 6.99		$7.00 - 8.99		$9.00 - 12.99		$13.00+	
Men	2/ 1%	3/ 3%	13/ 10%	6/ 4%	11/ 11%	15/ 14%	22/ 21%	19/ 19%	22/ 25%	26/ 25%
Women	134/ 99%	104/ 97%	121/ 90%	131/ 96%	86/ 89%	92/ 86%	83/ 79%	81/ 81%	66/ 75%	77/ 75%
Total	136/100%	107/100%	134/100%	137/100%	97/100%	107/100%	105/100%	100/100%	88/100%	103/100%

Table 3. Distribution of Male and Female Head Librarians by Library Systems.

Sex	Bur Oak		Chicago		Corn Belt		Cumberland Trail	
	1980	1981	1980	1981	1980	1981	1980	1981
Male	6/ 26%	6/ 26%	1/100%	1/100%	2/ 8%	3/ 13%	2/ 11%	2/ 11%
Female	17/ 74%	17/ 74%	---	---	22/ 92%	20/ 87%	16/ 89%	16/ 89%
Total	23/100%	23/100%	1/100%	1/100%	24/100%	23/100%	18/100%	18/100%

Sex	DuPage		Great River		Illinois Valley		Kaskaskia	
	1980	1981	1980	1981	1980	1981	1980	1981
Male	6/ 23%	5/ 18%	2/ 9%	1/ 5%	4/ 12%	3/ 9%	1/ 6%	1/ 6%
Female	20/ 77%	23/ 82%	20/ 91%	21/ 95%	30/ 88%	31/ 91%	17/ 94%	16/ 94%
Total	26/100%	28/100%	22/100%	22/100%	34/100%	34/100%	18/100%	17/100%

Sex	Lewis & Clark		Lincoln Trail		North Suburban		Northern Illinois	
	1980	1981	1980	1981	1980	1981	1980	1981
Male	1/ 3%	1/ 3%	1/ 2%	1/ 2%	16/ 37%	18/ 42%	4/ 8%	4/ 8%
Female	30/ 97%	29/ 97%	45/ 98%	46/ 98%	27/ 63%	25/ 58%	49/ 92%	49/ 92%
Total	31/100%	30/100%	46/100%	47/100%	43/100%	43/100%	53/100%	53/100%

Sex	River Bend		Rolling Prairie		Shawnee		Starved Rock	
	1980	1981	1980	1981	1980	1981	1980	1981
Male	2/ 11%	2/ 11%	3/ 8%	3/ 9%	2/ 6%	3/ 9%	2/ 7%	3/ 11%
Female	17/ 89%	16/ 89%	35/ 92%	32/ 91%	32/ 94%	31/ 91%	26/ 93%	24/ 89%
Total	19/100%	18/100%	38/100%	35/100%	34/100%	34/100%	28/100%	27/100%

Sex	Suburban		Western Illinois		Total*	
	1980	1981	1980	1981	1980	1981
Male	13/ 18%	10/ 14%	2/ 7%	2/ 7%	70/ 12%	69/ 12%
Female	60/ 82%	63/ 86%	25/ 93%	25/ 93%	490/ 88%	485/ 88%
Total	73/100%	73/100%	27/100%	27/100%	560/100%	554/100%

* Includes one non-member library headed by a woman.

part-time (and half of these latter worked from 4 to 20 hours a week).

Table 1 shows the distribution of the head librarians by sex, by full-time or part-time status and by the extent of their formal education, in 1979/80 and in 1980/81. There is very little change from 1980 to 1981. Though men were only 12% of all head librarians, they were 25% of those who worked full-time and 33% of those with master's degrees. Women were 99% of the group who worked only part-time, 99% of those with less than full college education, 96% of those with bachelor's degrees, but only 67% of those with master's degrees. Only 42% of the women worked full-time, and only about 53% of them had a master's degree; for men, the comparable figures were 90% and 95%. Almost 80% of all part-time head librarians had less than a full college education, and only 4% had a master's degree.

The distribution of male and female head librarians by size of population served, by size of total library staff, and by amount of per capita operating expenditures is fairly predictable (see Table 2). The larger the population served, the larger the staff of the library; and the larger the per capita expenditure, the greater the proportion of male head librarians. There are only minor variations between 1980 and 1981 in this progression. Obviously these three measures of size are highly correlated with each other.

In 1980, of the head librarians in communities of less than 10,000 people each, 87% had a bachelor's degree or less and 13% a master's degree in librarianship or any other subject; of those in communities of 10,000 people or more, the comparable percentages were 24% and 76%. In 1981, the comparable percentages were 64% - 36% for communities of under 10,000, and 20% - 80% for those of over 10,000. In both size groups the percentage of head librarians with master's degrees increased.

Table 3 shows the distribution of male and female head librarians in 1980 and in 1981 by their regional library systems. For the two years, men

were 24% of all head librarians in the four systems around Chicago, viz., Bur Oak, DuPage, North Suburban and Suburban; those systems had from 6 to 13 male head librarians (18% to 37% of all head librarians) in 1980 and 5 to 18 (14% to 42%) in 1981. All the other 14 systems had at least one male head librarian, but none had more than 4 in either year (or more than 13% of all head librarians). Three-quarters of all head librarians with master's degrees were found in the four systems just outside Chicago in 1980, compared with almost two-thirds in 1981.

The average annual salary of 547 head librarians in 1980, for whom this information was available, was $9990, compared with $10,986 in 1981 for 550 head librarians. The increase is 10% or somewhat less than the rate of inflation. For 269 head librarians in 1980 who worked full-time (35 hours per week or more), their average salary was $16,034; for 278 head librarians who worked less than 35 hours per week, the full-time equivalent salary for a 40 hour week was calculated to be $7970. For 1981, the average salary for 268 full-time head librarians was $17,790, and for 281 part-time head librarians it was calculated to be $8540. The increase for full-time head librarians was $1756 or 11% and for part-time head librarians $570 or 7%. Apparently part-time head librarians earned less than half as much per hour as did all full-time head librarians, but about 90% as much as full-time head librarians in towns of less than 5000 population (see Part B of Table 4) which is where most part-time head librarians work.

Salaries of full-time head librarians varied in direct proportion to their level of formal education, the size of population served, and the size of the library staff (Table 4). The average annual salary of full-time head librarians in library systems in the Chicago suburbs was higher than in the northern and central area, and that average salary was higher than what was found in the southern area.

The average salary of 67 full-time male head librarians in 1979/80 was

Table 4. The Average Annual Salary of Full-Time Head Librarians Distributed by Each of Four Other Variables, in 1979/80 and 1980/81.

Part A. Extent of Formal Education

	1979/80	1980/81
Less than college degree	$10,437 (64)	$11,482 (61)
Bachelor's degree	11,995 (37)	13,528 (35)
Master's degree	19,056 (168)	20,894 (172)
Total	$16,034 (269)	$17,790 (268)

Part B. Population Served

	1979/80	1980/81
Under 5,000	$ 8,840 (43)	$ 9,866 (37)
5,000 - 9,999	12,230 (54)	13,363 (60)
10,000 - 24,999	16,014 (96)	17,871 (101)
25,000 - 49,999	20,796 (54)	22,939 (49)
50,000 - 74,999	25,033 (14)	31,287 (13)
75,000 and Over	32,745 (8)	33,142 (8)
Total	$16,034 (269)	$17,790 (268)

Part C. Size of Library Staff (non-maintenance employees only)

	1979/80	1980/81
1 - 2	$ 8,830 (18)	$ 9,675 (14)
3 - 4	9,426 (45)	10,585 (45)
5 - 6	12,412 (26)	13,598 (25)
7 - 9	13,658 (43)	14,692 (36)
10 - 15	16,536 (49)	17,974 (53)
16 - 35	19,975 (54)	20,873 (56)
36 +	27,388 (34)	29,882 (39)
Total	$16,034 (269)	$17,790 (268)

Table 4. continued

Part D. Library System

	1979/80		1980/81	
Chicago	$51,036	(1)	$51,036	(1)
(Chicago Suburbs)				
Bur Oak	15,653	(14)	16,689	(14)
DuPage	17,961	(22)	19,911	(24)
North Suburban	22,965	(43)	25,210	(43)
Suburban	16,434	(66)	18,113	(65)
Sub-total	$18,527	(145)	$20,362	(146)
(Northern and Central Illinois)				
Corn Belt	15,298	(4)	17,145	(4)
Illinois Valley	14,050	(16)	16,409	(15)
Lewis & Clark	10,626	(14)	12,310	(12)
Lincoln Trail	13,952	(10)	14,738	(13)
Northern Illinois	13,912	(21)	15,999	(19)
River Bend	14,308	(6)	16,017	(6)
Starved Rock	14,592	(5)	15,965	(5)
Subtotal	$13,490	(76)	$15,323	(74)
(Southern Illinois)				
Cumberland Trail	11,259	(8)	12,108	(9)
Great River	12,589	(6)	12,657	(7)
Kaskaskia	10,229	(8)	13,455	(6)
Rolling Prairie	14,183	(10)	16,940	(8)
Shawnee	10,258	(9)	10,662	(11)
Western Illinois	11,487	(6)	13,102	(6)
Subtotal	$11,713	(47)	$12,966	(47)
Total	$16,034	(269)	$17,790	(268)

$21,237, and of 202 full-time female head librarians $14,309; the former was 48% more than the latter. In 1980/81, 65 full-time male head librarians earned an average of $23,881 vs. $15,839 for 203 full-time female head librarians; the difference was 51% of the latter. When we hold education constant, 63 male head librarians with MLS degrees earned an average of $21,860 in 1980, vs. $17,548 for 100 female head librarians with MLS degrees - a difference which is 25% of the latter figure. In 1981, 63 male head librarians with the MLS got an average salary of $24,113, vs. $19,118 for 107 female head librarians with the MLS; the former is 26% more than the latter. Men not only earn more than women but the disparity increased from 1980 to 1981. This difference in salary between male and female full-time head librarians was true of every system and of all population size groups, though in 1981 the difference in 13 cities of 50,000 to 75,000 population was less than 2%.

In summary, male head librarians in Illinois public libraries - more often than their female counterparts - tend to work full-time, to work in larger libraries, to work near Chicago, to hold a master's degree in librarianship, and to make more money. Head librarians near Chicago - of either sex - tend to earn larger salaries and to hold a master's degree in librarianship more than those in the rest of the state. And full-time head librarians make proportionately more money than do part-timers.

Interlibrary Loans of Illinois Public Libraries, 1978-81

by Herbert Goldhor

One of the great virtues of regional library systems (or of networking and library cooperation in general) is resource sharing. Several factors influence the development of resource sharing, such as cooperative collection development and ready access to the catalogs of other libraries' holdings by microfiche or computer; but undoubtedly the most important influence is the availability of channels for prompt interlibrary loan. Interlibrary loan in turn is most effective when it is based on two principles. One is that as many libraries as possible be involved in the loan of books, so as to distribute the burden as widely as possible and to reduce the distance and time needed for the transport of the loans. The other is that interlibrary loan be accepted as a right of the requesting library and not as a favor to be granted or withheld by the lending library, and indeed as an obligation by all concerned for the sake of the reader.

Over the last 10 years, the regional library systems and ILLINET have made great strides in facilitating and increasing the number of interlibrary loans in this State. We present here in Table 1 a summary of relevant data from the Illinois Public Library Annual Reports for 1976/77, 1977/78, and 1978/79, and from the Supplementary Annual Report for 1980/81. The data for 1977-79 are for 543 public libraries and do not include Chicago Public Library, libraries which received service by contract, libraries which were founded in these years, and libraries which in any of these years failed to submit an Annual Report to the State Library. The data for 1981 came from a random sample of 133 libraries, drawn from a total of 570 libraries excluding Chicago, libraries served by contract, and new libraries. Chicago Public Library is not included here because of its size; in 1978/79 it received 3275 and sent 8681 interlibrary loans.

The sample data for 1980/81 do not seem to match the universe data for 1977-79

Table 1
Interlibrary Loans of Illinois Public Libraries, 1977-81,
Distributed by Population Size Groups

Part A. Interlibrary Loans Received

Year and Measure	Group 1 (up to 4999)	Group 2 (5000-9999)	Group 3 (10-24,999)	Group 4 (25,000+)	State Total*
1. Number of libraries involved in 1977-79/% of state total	284/52%	78/14%	105/19%	76/14%	543/100%
2a. 1976/77 Average number of interlibrary loans received	300	406	455	485	371
b. Total number of interlibrary loans received/% of total	85,211/42%	31,698/16%	47,766/24%	36,868/18%	201,543/100%
c. Number of libraries actually getting interlibrary loans/% of line 1	268/94%	76/97%	99/94%	74/97%	517/95%
3a. 1977/78 Average number of interlibrary loans received	295	422	492	532	385
b.	83,720/40%	32,942/16%	51,701/25%	40,459/19%	208,822/100%
c.	266/94%	73/94%	98/93%	75/99%	512/94%
4a. 1978/79 Average number of interlibrary loans received	346	460	494	458	406
b. Total number of interlibrary loans received/% of total	98,165/44%	35,851/16%	51,818/23%	34,785/16%	220,619/100%
c. Number of libraries actually getting interlibrary loans/% of line 1	277/98%	75/96%	97/92%	75/99%	524/97%
5. Number of libraries involved in 1981/% of state total	295/52%	91/16%	111/20%	73/13%	570/100%
6a. 1980/81 Average number of interlibrary loans received	322	603	1041	2113	737
b. Total number of interlibrary loans received/% of total	94,990/22%	54,873/13%	115,551/27%	154,249/37%	420,090/100%
c. Estimated number of libraries actually getting interlibrary loans/% of line 5	254/86%	80/88%	111/100%	69/95%	513/90%

Table 1 cont.
Interlibrary Loans of Illinois Public Libraries, 1977-81,
Distributed by Population Size Groups

Part B. Interlibrary Loans Sent

Year and Measure	Group 1 (up to 4999)	Group 2 (5000-9999)	Group 3 (10-24,999)	Group 4 (25,000+)	State Total*
2a. 1976/77 Average number of int[illegible]library loans sent	17	4[illegible]	171	402	105
b. Total number of interlibrary loans sent/% of total	4794/8%	3759/7%	17,977/31%	30,579/54%	57,109/100%
c. Number of libraries actually sending interlibrary loans/% of line A1.	167/59%	51/65%	83/79%	69/91%	370/68%
3a. 1977/78 Average number of interlibrary loans sent	21	49	143	336	93
b. Total number of interlibrary loans sent /% of total	5861/12%	3798/8%	15,037/30%	25,556/51%	50,252/100%
c. Number of libraries actually sending interlibrary loans/% of line A1.	167/59%	51/65%	83/79%	68/89%	369/68%
4a. 1978/79 Average number of interlibrary loans sent	22	56	140	339	94
b. Total number of interlibrary loans sent/% of total	6214/12%	4352/9%	14,655/29%	25,790/51%	51,011/100%
c. Number of libraries actually sending interlibrary loans/% of line A1.	148/52%	51/65%	84/80%	68/89%	351/65%
5a. 1980/81 Average number of interlibrary loans sent	22	188	238	1489	278
b. Total number of interlibrary loans sent/% of total	6490/4%	17,108/11%	26,418/17%	108,679/68%	158,460/100%
c. Estimated number of libraries actually sending interlibrary loans/% of line A 5.	156/53%	63/69%	97/87%	62/85%	378/66%
6. Ratio of interlibrary loans sent to interlibrary loans received					
a. 1976/77	1 to 17.8	1 to 8.4	1 to 2.7	1 to 1.2	1 to 3.5
b. 1977/78	14.3	8.8	3.4	1.6	4.2
c. 1978/79	15.8	8.2	3.5	1.3	4.3
d. 1980/81	14.7	3.2	20.0	1.4	2.5

*Excluding Chicago and certain other smaller libraries.

in regard to the totals for population groups 2-4. The respondents may have included informal loans to and receipts from other libraries in their communities; total loans sent in 1980/81 are about three times the average of 1977-79, while total loans received are twice the 1977-79 average. Another possibility is that the sample was not representative in this regard, though it was representative on several other bases. Finally, there is the possiblity that interlibrary loans did indeed double and triple between 1979 and 1981, but this seems unlikely in view of the small and inconsistent changes between 1977 and 1979.

Looking at the big picture in Table 1, it will be seen that for the State as a whole loans received are about 3 to 4 times the number of loans sent; this ratio is much higher for the smallest libraries and somewhat lower for the largest ones. And while only about two-thirds of all libraries loaned books, 95% or more borrowed them; the range of lenders is from about 55% of the smallest libraries to almost 90% of the largest, while that of borrowers is between 93% and 98%. Finally, even within the three years of comparable data, the average and total number of loans received went up, but the number and percentage of libraries actually receiving interlibrary loans fluctuated within narrow limits; and on the lending side, all these measures (the total number of loans sent, the average per library, and the number and percentage of libraries making such loans) declined. If the 1980/81 data from a sample of libraries are indeed accurate, then Illinois public libraries increased markedly the average and total of interlibrary loans sent as well as of loans received.

In 1978/79, the total number of interlibrary loans (both sent and received) were 0.8% of the total circulation of the average public library in Illinois (not including Chicago). For Group 1 libraries (the smallest), the comparable figure was 2.5%; for Group 2, 1.2%; for Group 3, 0.7%; and for Group 4, 0.3%.

In an effort to explain the variations in the number of interlibrary loans sent and received, we correlated these two variables for all 543 public libraries

in 1977-79 with (a) the total number of books held per capita in 1980, and (b) the total circulation per capita in 1980. The results are shown below. In brief none of these four correlation coefficients is high enough to be of substantive value. It would appear that there is a tendency for libraries with higher per capita book stock to receive fewer interlibrary loans and to send more which is logical. In the case of population groups 3 and 4, correlation coefficients of .36 to .49 were found between both book stock per capita and circulation per capita, and the number of interlibrary loans sent.

	Interlibrary Loans	
	Received in 1977-79	Sent in 1977-79
Book Stock Per Capita in 1980	-.24	.16
Circulation Per Capita in 1980	.05	.12